

# **COLLECTIVE AGREEMENT**

**BETWEEN**

**THE CITY OF MELFORT  
MELFORT, SASKATCHEWAN**

**AND**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 777**

***CUPE*** / *Canadian Union  
of Public Employees*

**January 1, 2024 to December 31, 2026**

## TABLE OF CONTENTS

|  |    |
|--|----|
| ARTICLE 1 – INTERPRETATION .....                         | 1  |
| ARTICLE 2 – PREAMBLE .....                               | 2  |
| ARTICLE 3 – SCOPE .....                                  | 2  |
| ARTICLE 4 – MANAGEMENT RIGHTS .....                      | 3  |
| ARTICLE 5 – RECOGNITION AND NEGOTIATIONS .....           | 3  |
| ARTICLE 6 – DISCRIMINATION .....                         | 3  |
| ARTICLE 7 – UNION SECURITY .....                         | 4  |
| ARTICLE 8 – CHECK-OFF OF UNION DUES .....                | 4  |
| ARTICLE 9 – CITY WILL ACQUAINT NEW EMPLOYEES .....       | 4  |
| ARTICLE 10 – CORRESPONDENCE .....                        | 5  |
| ARTICLE 11 – LABOUR MANAGEMENT NEGOTIATIONS .....        | 5  |
| ARTICLE 12 – SENIORITY .....                             | 6  |
| ARTICLE 13 – LAY-OFF AND REHIRING .....                  | 8  |
| ARTICLE 14 – VACANCIES AND NEW POSITIONS .....           | 8  |
| ARTICLE 15 – GRIEVANCE PROCEDURE .....                   | 9  |
| ARTICLE 16 – DISCHARGE CASES .....                       | 11 |
| ARTICLE 17 – HOURS OF WORK .....                         | 11 |
| ARTICLE 18 – OVERTIME .....                              | 13 |
| ARTICLE 19 – STATUTORY AND SPECIAL HOLIDAYS .....        | 15 |
| ARTICLE 20 – VACATIONS .....                             | 15 |
| ARTICLE 21 – SICK LEAVE PROVISIONS .....                 | 16 |
| ARTICLE 22 – LEAVE OF ABSENCE .....                      | 18 |
| ARTICLE 23 – PAYMENT OF WAGES .....                      | 21 |
| ARTICLE 24 – SUPPLEMENTATION OF COMPENSATION AWARD ..... | 23 |
| ARTICLE 25 – RETIREMENT .....                            | 23 |
| ARTICLE 26 – TERMINATION OF EMPLOYMENT .....             | 24 |
| ARTICLE 27 – OCCUPATIONAL HEALTH AND SAFETY .....        | 24 |
| ARTICLE 28 – SAFETY .....                                | 26 |
| ARTICLE 29 – OTHER BENEFITS .....                        | 26 |
| ARTICLE 30 – GENERAL CONDITIONS .....                    | 27 |
| ARTICLE 31 – COPIES OF AGREEMENT .....                   | 29 |

**ARTICLE 32 – GENERAL ..... 29**  
**ARTICLE 33 – NO STRIKE, NO LOCKOUT..... 29**  
**ARTICLE 34 – TERM OF AGREEMENT ..... 29**  
**SIGNING PAGE..... 31**  
**APPENDIX 1 – 2024 HOURLY WAGE AND SALARY RATES – 3.0% ..... 32**  
**APPENDIX 1 – 2025 HOURLY WAGE AND SALARY RATES – 4.0% ..... 33**  
**APPENDIX 1 – 2026 HOURLY WAGE AND SALARY RATES – 3.5% ..... 34**  
**APPENDIX 2 – MODIFIED WORK SCHEDULES BY LOCATION ..... 35**  
**APPENDIX 3 – CASUAL AND TEMPORARY EMPLOYEES ..... 37**  
**LETTER OF UNDERSTANDING CASUAL/ON-CALL LIST FOR KERRY VICKAR CENTRE COVERAGE .. 39**

THIS AGREEMENT MADE THIS 16 DAY OF February, 2024

BETWEEN:

THE CORPORATION OF THE CITY OF MELFORT,  
THROUGH THE CITY COUNCIL,  
HEREINAFTER CALLED THE "CITY"

PARTY OF THE FIRST PART

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL UNION 777 CHARTERED BY THE  
CANADIAN UNION OF PUBLIC EMPLOYEES,  
AND AFFILIATED WITH THE CANADIAN LABOUR CONGRESS,  
HEREINAFTER CALLED THE "UNION"

PARTY OF THE SECOND PART

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### **ARTICLE 1 – INTERPRETATION**

In this Agreement the expression:

- 1.1 "City" means the Corporation of the City of Melfort.
- 1.2 "Employee" means any person who is employed by the City within the scope of this Agreement.
- 1.3 "Regular Full-Time Employee" means an employee who has been assigned to a position which is recognized as a permanent position, and who has successfully completed the probationary period provided in Article 12.1 and Article 12.2.
- 1.4 "Temporary Employee" means any employee who is employed in a position which has a fixed term and is temporary in nature.
- 1.5 "Seasonal Employee" means an employee who is hired into a position which is seasonal in nature and is subject to layoff and recall.
- 1.6 "Part-Time Employee" shall be defined as one who is appointed to an established part-time position working less than the assigned full bi-weekly hours of a regular full-time position and who is employed on a regular and recurring basis.

- 1.7 **"Casual Employee" shall be defined as an employee who is employed on an irregular, intermittent or temporary basis, without a long-term commitment or expectation of ongoing employment. Casual employees work on an as-needed basis, and their work hours and schedule may vary from week to week.**
- 1.8 **"Mature Employee" refers to any Pool employee effective September 1 of the year they complete Grade 12.**
- 1.9 **"Council" or "City Council" means the Council of the City.**
- 1.10 **"Member" means a member of the Canadian Union of Public Employees Local 777 who is an employee of the City.**
- 1.11 **"Employer" shall mean the Council of the City of Melfort.**
- 1.12 **In all staff relations, management shall enjoy the same powers as Council, including, but not limited to, the dismissal of employees for just cause.**

## **ARTICLE 2 – PREAMBLE**

- 2.1 **Whereas it is the desire of both parties to the Agreement to maintain the harmonious relations of employment between the City and the Union, to promote cooperation and understanding between the City and its staff, to recognize the mutual value of joint discussion and negotiations in matters pertaining to working conditions, hours of work, and the desirability of adequate morale, well-being and security of all the employees in the Bargaining Unit of the Union;**

**And whereas it is now desirable that methods of bargaining and matters pertaining to the working conditions of the employees be drawn up in an agreement;**

**NOW THEREFORE, this Agreement witnesseth that the parties hereto in consideration of the mutual covenants hereinafter contained agree each with the other as follows:**

## **ARTICLE 3 – SCOPE**

- 3.1 **This Agreement shall cover and include all of the employees of the City of Melfort except: the City Manager, City Clerk, City Treasurer, Director of Public Works, Director of Protective Services/Fire Chief, Director of Community Services, Confidential/Executive Secretary, Senior Accountant/Assistant Treasurer, Public Works Foreman, Municipal Project Manager, Safety Coordinator/Bylaw Officer, Community Development Manager, Communications Manager/Human Resources Coordinator, Facilities Operations/Maintenance Manager, Museum Curator/Cultural**

**Coordinator, Aquatics & Recreation Manager, KVC Program Coordinator, and summer students including Playground workers.**

- 3.2 It is understood and agreed that Part-time and Seasonal employees are covered by the terms and conditions of this Agreement except where specifically provided otherwise by a provision of this Agreement or a group insurance plan.
- 3.3 It is understood and agreed that Casual and Temporary employees are excluded from the terms and provisions of this Agreement, except as specifically provided in Schedule "B" attached hereto and forming part of this Agreement.

#### **ARTICLE 4 – MANAGEMENT RIGHTS**

- 4.1 **Subject to the terms and conditions of this Agreement, the Union recognizes that it is the right of Employer to:**
- **Conduct its business in all respects in accordance with its commitments and responsibilities, including the right to manage work operations, locations, extended overtime hours, cease operations, the number of employees required for a project/task, qualifications requirements, equipment used on job site, and to maintain order, discipline and efficiency.**
  - **To hire, discharge, classify, transfer, promote, lay off, suspend or otherwise discipline employees.**

**The question of whether any of these rights is limited by this Agreement shall be decided by the Grievance and Arbitration Procedure.**

#### **ARTICLE 5 – RECOGNITION AND NEGOTIATIONS**

- 5.1 The City recognizes the Union as the sole collective bargaining agency for all of its employees as defined in Article 3 of this Agreement.

#### **ARTICLE 6 – DISCRIMINATION**

- 6.1 **The City and the Union agree that there will be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee by reason of race, colour, political, or religious affiliation, age, sex or marital status, nor by reason of their membership in a trade union and any other prescribed grounds prohibited under *The Saskatchewan Employment Act* and Human Rights legislation.**

**ARTICLE 7 – UNION SECURITY**

**7.1 No Contracting Out**

**The Employer agrees that it will not sub-contract work, contract out work or use the employees of an outside contractor if such would result in the lay-off of a Bargaining Unit member.**

**7.2 Every employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of their employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of their employment, provided that any employee in the appropriate bargaining unit who is not required to maintain their membership or apply for and maintain their membership in the Union shall, as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.**

**ARTICLE 8 – CHECK-OFF OF UNION DUES**

**8.1 The City shall automatically deduct regular dues, as levied in accordance with the Union Bylaws and owed by the employee to the Union, from the pay of any employee who is eligible to become a member of the Union. The Union shall give the City not less than thirty (30) days' written notice of any change in such regular dues.**

**Deductions made from payroll shall be forwarded to the Secretary-Treasurer of the Union not later than the fifteenth (15th) day of the month following in respect of which deductions have been made, accompanied by a list of all employees from whose wages the deductions have been made.**

**ARTICLE 9 – CITY WILL ACQUAINT NEW EMPLOYEES**

**9.1 The City agrees to acquaint new employees with the fact that a Union Agreement is in effect and with the conditions of employment set out in Article 7 and Article 8.**

**The Union shall have the right to designate a representative or provide materials for inclusion in the new employee orientation program.**

**9.2 Notification of New Hires**

**The Union will be notified of the full name, job title/classification and employment status (e.g., Full-time, Part-time, Temporary, Seasonal, Casual), start date and work**

**location of all employees hired into the Bargaining Unit prior to their first day of employment.**

**ARTICLE 10 – CORRESPONDENCE**

10.1 All correspondence between the parties hereto shall pass to and from the City Manager and the designated Secretary of the Union.

**ARTICLE 11 – LABOUR MANAGEMENT NEGOTIATIONS**

11.1 **Bargaining Committee**

The City and the Union shall each appoint a Bargaining Committee for the purpose of collective bargaining. Each party shall have the right to have in attendance, in addition to the appointed Bargaining Committee and their professional representatives, one (1) other person whose sole function shall be to act in the capacity of Recording Secretary. The Union will advise Council of the Union Nominees to the Committee and the Council will notify the Union of Council's Nominees to the Committee.

11.2 **Representatives of the Canadian Union of Public Employees**

The Union shall have the right to have the assistance of a Representative of the Canadian Union of Public Employees when dealing with or negotiating with the Council, or Council Representatives, and Council shall have the right at any time to have the assistance of a Representative of their choice.

11.3 **Meeting of Committee**

In the event of either party wishing to call a meeting of the Committees, the City Manager shall be notified. The said meeting shall be held at a time and place as shall be fixed by mutual agreement. However, such meeting must be held not later than twenty-one (21) days of such notice being given.

11.4 **Function of Bargaining Committee**

All matters pertaining to the negotiation of a new or amended collective agreement shall be referred to the City's and the Union's bargaining committees.

**11.5 Time Off for Meetings**

Any representative of the Union on this Committee who is in the employ of the City shall have the privilege of attending meetings between the committees of the City and the Union held within working hours without loss of salary.

**ARTICLE 12 – SENIORITY**

**12.1 Calculation of Seniority**

No employee shall have seniority status until they have been continuously employed by the City for a period of six (6) months or an equivalent number of straight time hours worked for other than regular full-time employees and this period shall be considered probationary. During such probationary period, employees may be discharged, disciplined or laid off without reference to the grievance and arbitration procedure and the City has no obligation to rehire such employees. Upon completion of the probationary period, seniority shall be established on the basis of an employee's service with the City, calculated from the date upon which the employee last commenced employment with the City, subject to clauses 12.2, 12.3 and 12.4 of this Article.

**12.2 Seasonal and Part-time Employees Seniority Calculations**

Seasonal and Part-time employees of the City shall be deemed to have all seniority rights under this Agreement after a total of 1040 straight time hours worked with the City. Thereafter, seniority shall be established from the date of commencement of employment with the City. However, their seniority shall not accumulate during any period of layoff. The seniority of Seasonal and Part-time employees shall be equal to their accumulated straight time hours worked.

It is understood and agreed that Part-time and Seasonal employees exercise seniority rights for the purpose of lay-off and recall on a department basis only.

**12.3 Seniority During Absence**

- a) An employee absent for the following reasons shall continue to accumulate seniority as specified below:
  - i) Illness of any kind, involving permanent employees, resulting in an absence of eight (8) months or less, providing there is verification by a medical doctor that the illness was such that it prevented the employee from attending work for the period of absence.

- ii) Absence due to an occupational disability compensable under the Workers' Compensation Board for any disability sustained while working for the City providing such absence does not exceed eight (8) months.
- b) An employee absent for the following reasons shall maintain accrued seniority but not continue to accumulate seniority as specified below:
  - i) Lay off due to lack of work for a period not exceeding eight (8) months.
  - ii) Leave of absence authorized by the City for a period not exceeding eight (8) months.
  - iii) Leave of absence authorized by the City under the provisions of Article 21.6.

#### 12.4 Termination of Seniority

- a) Seniority shall be broken and all rights forfeited for any of the following reasons:
  - i) Termination of employment or discharge for just cause.
  - ii) Resignation or voluntary quit.
  - iii) Failure to report for work on recall within ten (10) days after being notified of the recall notice by regular mail to **their** last known address or by electronic means, such as email or text, unless due to illness or other just cause agreed to by the City and the Union. It will be the employee's responsibility to keep the City informed, in writing, of the current address and phone number while on layoff.
  - iv) Absence without authorized leave.
  - v) Absences exceeding the time limits specified in Article 12.3 above. This section does not apply to existing regular full-time employees. For employees hired after January 1, 2002, the section will not apply to regular full-time employees with at least three (3) years of seniority.

#### 12.5 Seniority List

The City will maintain a seniority list showing the date upon which each employee's service commenced and their total accrued seniority. The seniority list will be updated annually and will identify the category occupied by each employee. On request, any Officer of the Union will be supplied with a copy of the list and/or with the necessary

information relative to seniority and rate of pay of any employee or group of employees.

**12.6 Long-Term Recognition**

After the first five (5) years of full-time employment from the date of hire, or an equivalent number of straight time hours worked for other than regular full-time employees, and for every five (5) years thereafter, the City will provide employees with a **twenty cent (\$0.20)** per hour increase in recognition of long-term service. **This increase will be referred to as a band increase and specified in Appendix 1 of this Agreement.**

**ARTICLE 13 – LAY-OFF AND REHIRING**

**13.1 Lay-Off and Rehiring Procedure**

The Council agrees in the event of a lay-off that employees shall, provided training, merit and ability being sufficient, be laid off in the reverse order of their seniority, and where it is necessary to rehire employees, former employees shall be re-employed as closely as possible in the reverse order in which they were laid off.

**13.2 Employees on Lay-Off**

In the event of lay-off, the Council agrees that it will offer employment to employees affected by lay-off prior to engaging any new employees for similar work provided that qualifications and ability of any employee to be recalled are sufficient to perform the required work.

**ARTICLE 14 – VACANCIES AND NEW POSITIONS**

**14.1 Posting of Permanent Vacancies**

**When vacancies occur, or a new position of a permanent nature falling within the scope of this Agreement is created, notice shall be posted containing an outline of the position, required qualifications and the rate of pay. All such notices shall be posted on department bulletin boards for a minimum period of seven (7) days. The notice may be posted externally at the same time with preference given to qualified internal candidates.**

#### 14.2 Method of Making Appointments

In filling vacancies and new positions (referred to in Article 14.1 above), training, merit, and ability being sufficient, appointment shall be made of the applicant senior in the service. The successful applicant will be placed on a trial period for a period of three (3) months. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, **the applicant shall be returned to their former position without loss of seniority or salary.** Any other employee promoted or transferred because of the re-arrangement of positions shall be returned to **their former position without loss of seniority or salary.** Management may fill vacancies or new positions on a temporary basis for up to thirty (30) days until any posting selection and trial period is completed.

#### 14.3 Union Notification of Appointments

The Union shall be advised in writing by way of a letter from the City Manager of the name(s) of the successful applicant(s).

#### 14.4 New Positions and Re-Classifications

Where, within the scope of this Agreement, new positions are created or current positions re-classified, the Council will advise the Union in advance of the nature of the position and the proposed wage or salary rate. In the event the Union shall disagree with the said rate, then the same shall be negotiated between the Negotiating Committee and the Union.

Notwithstanding the above, the City retains the right to fill such position and pay the proposed wage rate until such time as a rate is negotiated with the Union. If a negotiated agreement cannot be reached on the wage rate, the matter may be submitted to the Arbitration Procedure contained in Article 15.4 Step 4 by either party.

#### 14.5 Disabled Employees' Preference

Any employee covered by this Agreement who has given good and faithful service to the City and who through advancing years or temporary disablement is unable to perform **their** regular duties shall be given the preference of any light work available at the salary payable at the time for the position to which **they are** assigned.

### ARTICLE 15 – GRIEVANCE PROCEDURE

15.1 A grievance shall be defined as a dispute between any employee(s)/Union and the City regarding the interpretation, application or alleged violation of this Agreement.

15.2 Any grievance submitted shall specify the following:

- a) The circumstances out of which the grievance arose.
- b) The section or sections of the Collective Agreement allegedly violated.
- c) The remedy or correction required.

15.3 A grievance must be presented within ten (10) working days after the event or circumstances giving rise to the grievance came to the attention of the employee/Union concerned.

15.4 Where a grievance does arise, an earnest effort shall be made to resolve differences through the following procedure:

Step 1 The aggrieved employee, together with the steward, if the employee so desires, shall discuss the grievance verbally with the employee's Department Head in an attempt to resolve any differences. The Department Head shall render **their** decision within five(5) working days of hearing the complaint.

Step 2 Failing satisfactory settlement within the time limit in Step 1, the grievor may, within five (5) working days, but not thereafter, reduce the grievance to writing and submit it to the City Manager. The City Manager shall make **their** decision known, in writing, to the grievor within five (5) working days of receipt of the grievance.

Step 3 If the decision of the City Manager is not satisfactory to the grievor, the grievor may, within five (5) working days, but not thereafter, of the receipt of the decision in Step 2 submit the grievance, through the City Clerk, to the City's Negotiating Committee. The Negotiating Committee shall make its decision known, in writing, to the grievor within fifteen (15) working days of receipt of the grievance.

Step 4 If the decision of the Negotiating Committee is not satisfactory to the grievor, the grievor may then submit the grievance to arbitration within but not after seven (7) days of receipt of the decision of the Negotiating Committee. Arbitration proceedings shall be in accordance with the provisions of the applicable sections of ***The Saskatchewan Employment Act*** subject to Article 15.8 and Article 15.9 below.

15.5 The City will supply the necessary facilities for the grievance meetings.

15.6 The time limits set out in Article 15.4 above may be extended by agreement in writing between the parties. In the absence of such agreement, the following shall apply:

Should the Employer fail to reply to a grievance within the required time limits, the Union shall have the right to proceed to the next step.

15.7 At any stage of the Grievance Procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses, and all reasonable arrangements will be made to permit the conferring parties to have access to any part of the City's premises to view any working conditions which may be relevant to the settlement of the grievance.

15.8 Any decision or award made by a Board of Arbitration shall be final and binding on both parties and shall be made available to the parties within fourteen (14) days of the completion of hearings.

15.9 An Arbitration Board shall not have jurisdiction to alter, add to or subtract from the Agreement, or to substitute any new provisions in lieu thereof, or to give any decision inconsistent with the terms of this Agreement, or to deal with any matter not covered by this Agreement.

#### **ARTICLE 16 – DISCHARGE CASES**

16.1 Any employee, other than a probationary employee as provided in Article 12, claiming to be wrongfully discharged or suspended shall be entitled to a hearing under Article 15 – Grievance Procedure, Steps 1 and 2 of the Grievance Procedure shall be omitted in such cases.

16.2 In the event the Employer deems it necessary to document the discipline of an employee, other than a probationary employee as provided in Article 12, the Employer shall notify said employee in advance and the employee shall have the right to have a shop steward present if the employee so wishes.

#### **ARTICLE 17 – HOURS OF WORK**

17.1 Regular hours of work for employees in the Office Staff category shall not exceed thirty-seven and one-half (37 ½) hours in one (1) week and not be more than seven and one-half (7 ½) hours in one (1) day. These hours of work shall be 8:00 a.m. to 4:30 p.m., Monday to Friday.

- 17.2 Regular hours of work for employees in the Public Works Department shall not be more than forty (40) hours in one (1) week and not be more than eight (8) hours in one (1) day. These hours of work shall be 7:00 a.m. to 4:00 p.m., Monday to Friday.**
- 17.3 Regular hours of work for employees working at the Landfill shall not be more than forty (40) hours in one (1) week and not be more than eight (8) hours in one (1) day. These hours of work shall be 9:30 a.m. to 5:30 p.m., Monday to Friday. Employees will be provided with a thirty (30) minute paid lunch period.**
- 17.4 Regular hours of work for employees in the Community Service category shall not exceed forty (40) hours in one (1) week and not be more than eight (8) hours in one (1) day. During normal operations, the hours of work shall be 7:00 a.m. to 4:00 p.m.**

**During the operations of the Arena, hours of work shall be scheduled between 7:00 a.m. and 12:00 a.m., Monday to Friday. Saturday and Sunday hours of work shall be scheduled between 8:00 a.m. and 12:00 a.m. with a paid thirty (30) minute lunch period. Schedule defined in Appendix 2 – Modified Work Schedules by Location.**

- 17.5 Regular hours of work for employees working at the Palace Pool shall not be more than forty (40) hours in one (1) week and not be more than eight (8) hours in one (1) day. These hours of work shall be 8:00 a.m. to 5:00 p.m., Monday to Friday.**
- 17.6 Regular hours of work for employees working at the Kerry Vickar Centre shall be scheduled between the hours of 7:00 a.m. and 12:00 a.m. Schedule defined in Appendix 2 – Modified Work Schedules by Location.**

**17.7 Rest Periods**

**One fifteen (15) minute rest period will be provided to each employee in each half of a full shift. Rest periods shall be at the job site where possible, or an alternative location determined by the Employer based on normal operation and safety requirements. Rest periods may be staggered at the work site to allow for continued operations. In emergency circumstances, rest periods may be combined within a shift or adjacent to a lunch period.**

- 17.8 All employees working seven and one-half (7 1/2) or eight (8) hours per day shall be entitled to a one (1) hour unpaid lunch period unless otherwise mutually agreed.**

**17.9 Flex Work Days/Work From Home**

**Employees may request alternative workday arrangements in writing to the City Manager. Approval of such alternative work arrangements may be made, upon consideration of the nature of the employee's assigned duties and the Employer's capacity to resource alternative work arrangements. If approved, such arrangements**

**will be considered temporary and may be revoked or amended at any time by the Employer, provided a minimum of two (2) weeks' notice is provided to the employee. All full-time employees participating in an alternative workday arrangement must work the prescribed weekly hours as noted in Article 17 – Hours of Work.**

**17.10 Minimum Pay for Reporting to Work**

Any employee who reports for duty but is sent home for any reason other than disciplinary reasons shall receive a minimum of three (3) hours' pay for each such report. **(See Article 18.3 for minimum call back provisions.)**

**ARTICLE 18 – OVERTIME**

**18.1 Overtime Rates on Weekdays, Saturdays and Sundays**

Overtime will be offered in order of seniority to **qualified employees**. All time worked in excess of the **employee's regular scheduled hours** shall be deemed overtime and where such work is authorized, such overtime shall be paid at the rate of two (2) times their regular rate of pay.

All employees required to work overtime shall have the right to accumulate time off equivalent to earned overtime pay (e.g., One (1) hour overtime worked equals two (2) hours of time off) to a maximum of five (5) days time off per annum. Such banked time off shall be taken by mutual agreement between the employee and the employee's immediate supervisor. Bank time accrued in a year must be used by the last pay period of the same payroll year, or it will be paid out automatically to the employee.

**18.2 Overtime Rates on Statutory Holidays**

Any employee required to work on a Statutory Holiday shall be paid at the rate of two (2) times **their regular rate of pay** for every hour worked, in addition to **the statutory pay provided for the holiday**.

**18.3 Minimum Call-Back-Time**

Every employee who is called out and required to work outside **their regular working hours** shall be paid at overtime rates for a minimum of two (2) hours. This provision shall not apply when the hours worked are consecutive with a regular shift.

**18.4 Notification of Overtime Work**

The Council agrees that employees be notified twenty-four (24) hours in advance (except in the case of emergency) of any overtime that may be required to be worked.

#### 18.5 Stand-by

Stand-by shall mean any period of time during which the employee is not on regular duty, the duration of which is not less than eight (8) hours and not more than twenty-four (24) hours during which the employee is on stand-by, and must be immediately available to respond without undue delay to any emergency call or request to return to duty.

Employees assigned to stand-by duty shall receive two (2) hours' pay at their regular rate of pay for scheduled work days and four (4) hours' pay at their regular rate of pay for Saturdays, Sundays and statutory holidays.

#### 18.6 Shift Differential

A regular full-time employee who is, as part of their regular workday, required to work in excess of two (2) hours between the hours of 6:00 p.m. of one day and 7:00 a.m. of the following day on Monday through Friday, and during any hours on Saturday and Sunday, shall be paid in addition to their regular rate of pay, one dollar (\$1.00) per hour for the hours so worked during the said period.

Such differential pay will not form part of the basic wage and salary rates and will not apply if an employee is working at overtime rates or is on stand-by duty rate of pay.

#### 18.7 Lead Hand Allowance

The City may appoint lead hands in the Works & Utilities Department. Lead hands, as designated by the appropriate manager, shall receive an allowance of one dollar (\$1.00) per hour above their regular rate of pay. In the appointment of lead hands, ability and qualifications shall be the primary considerations.

Lead Hands, in addition to their regular duties and under the direction of the appropriate manager, shall be responsible for the general direction and daily work assignments of other employees. A Lead Hand may, in consultation with the appropriate manager, discipline employees under their supervision up to and not exceeding a verbal warning.

#### 18.8 Continuous Work Overtime Allocation

If it is determined by the out-of-scope manager or designate that overtime must be worked as a continuation of the work the work crew is performing, those employees currently working on that job will be given first opportunity to work that overtime. If a satisfactory crew of workers cannot be assembled from the current work crew to work overtime, the manager will offer the available overtime to other qualified employees based on seniority, qualification and availability.

**ARTICLE 19 – STATUTORY AND SPECIAL HOLIDAYS**

19.1 The following days shall be recognized as Statutory Holidays:

|                  |  |
|------------------|--|
| New Year's Day   | Labour Day                                       |
| Family Day       | <b>National Day for Truth and Reconciliation</b> |
| Good Friday      | Thanksgiving Day                                 |
| Victoria Day     | Remembrance Day                                  |
| Canada Day       | Christmas Day                                    |
| Saskatchewan Day | Boxing Day                                       |

and any other day proclaimed by the **Federal**, Provincial, or Municipal Government. When a Statutory holiday falls on any employee's day or days of rest, the employee shall be granted an additional day off.

**ARTICLE 20 – VACATIONS**

20.1 Length of Vacations

Every employee after one (1) **year of service** with the City shall be granted three (3) weeks' vacation; after **eight (8) years** and every year thereafter up to and including the **fourteenth (14<sup>th</sup>)** year shall be granted four (4) weeks' vacation; in the **fifteenth (15<sup>th</sup>)** year and every year thereafter up to and including the **nineteenth (19<sup>th</sup>)** year shall be granted five (5) weeks' vacation; and in the **twentieth (20<sup>th</sup>)** year and every year thereafter shall be granted six (6) weeks' vacation.

Every employee not having a year of service prior to the holiday period shall be granted holidays at the rate of one and one-quarter (1 ¼) working days for every completed month of service to a maximum of fifteen (15) days. A permanent employee voluntarily leaving the service at any time in **their** holiday year before **they have had their** vacation shall be entitled to a proportionate payment of salary in lieu of such vacation.

20.2 Statutory Holidays During Vacation

If a statutory holiday or declared holiday falls or is observed during an employee's **scheduled** vacation period, **the employee shall be entitled to convert the annual vacation to statutory holiday pay.**

20.3 Preference in Vacation

All employees shall, whenever conveniently possible, be granted the vacation period preferred by the employee, or at such time as may be mutually agreed upon by the City

and the employee. Subject to the above, preference in choice of vacation dates shall be determined by seniority or service with the City. A holiday list shall, by April 15 of each year, be made up by the Department Head, with vacation periods as close as possible to the employee's choice. This list shall be posted.

20.4 Part-time and seasonal employees shall receive vacation pay, based on the appropriate calculation, in every pay period.

**20.5 Illness during Vacation**

**If, during a period of annual vacation, an employee becomes sick, the employee shall be entitled to convert annual vacation to sick leave provided that their supervisor is notified when the sickness occurs during their vacation. The City may request presentation of a medical certificate when the employee returns to work.**

**ARTICLE 21 – SICK LEAVE PROVISIONS**

**21.1 Sick Leave Defined**

Sick leave means the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled or because of an accident for which compensation is not payable under *The Workers' Compensation Act*.

**21.2 Amount of Sick Leave**

Sick leave shall, after **three (3) months** of service or upon being appointed to a permanent position, whichever occurs first, be granted to regular full-time employees on the basis of twelve (12) days per annum. Seasonal and part-time employees shall accumulate sick leave on the basis of **eight (8)** hours of sick leave credits for every 173.3 hours of regular straight time worked.

**The unused portion of an employee's sick leave shall accumulate to a maximum of forty (40) days.**

All employees on staff prior to January 1, 1982, will continue to accumulate all credits with no maximum accumulation.

**21.3 Deductions from Sick Leave**

Subject to the maximums provided in Article 21.2 above, in any one year where an employee has not had sick leave or only a portion thereof, **the employee** shall be entitled to an accrual of all the unused portion of sick leave for **their** future benefit.

#### 21.4 Proof of Illness

- a) Every employee claiming sick pay may be required to complete a statutory declaration stating that **they were** ill or injured and unable to work. For any illness in excess of one (1) day and, if requested by the City, the employee shall also produce a duly signed medical certificate to the effect that **they were** unable to perform **their** duties due to illness or injury. Upon submission of proof of payment, the City agrees to reimburse the employee for any medical certificate that is specifically requested by the City. An employee shall be subject to disciplinary action for failure to produce a medical certificate or for any abuse of the provisions for sick leave.

Notwithstanding the above disciplinary action, the employee shall have all the rights of appeal provided in this Agreement.

- b) An employee who becomes incapacitated for work through illness or injury shall **promptly notify their** immediate Supervisor to this effect. **The employee must notify their immediate supervisor of the intended return to work as early as possible to permit staffing arrangements.**

#### 21.5 Extension of Sick Leave

Requests for extra sick leave may be submitted to the Council if accompanied by a physician's letter or certificate giving full details of the reasons for the request.

#### 21.6 Sick Leave Without Pay

In cases where an employee is sick beyond **their** accumulated sick credits, the Employer shall grant leave of absence without pay until the employee is able to return to work in a job for which **they are** qualified, provided such employee shall not displace an employee with more seniority.

It is expressly agreed and understood that leave of absence for this purpose shall not exceed two (2) years, and shall be subject to a medical certificate indicating a good medical probability that the employee will be physically and mentally fit to return to employment. A medical certificate may, at the option of the Employer, be requested at six (6) month intervals.

#### 21.7 Sick Leave Records

A record of all unused sick leave will be kept by the City Clerk for the purpose of a retirement fund. After the close of each calendar year, each employee may review the records of the Clerk and verify that the accumulated sick leave is correct. Any employee is to be advised on application of the amount of sick leave accrued to **their** credit.

## 21.8 Retirement Fund

**Only employees hired prior to November 1, 1989 qualify for the provisions of this section.** Upon retirement or resignation, each employee who has served ten (10) years or more shall be entitled to receive payment for the unused sick time allowance remaining to **their** credit, or in the event of death before retirement or resignation to be made to **their** beneficiary in the following manner:

- 10 years and over, but not exceeding 15 years of service – 1/6
- 15 years and over, but not exceeding 20 years of service – 1/3
- 20 years of service and over – 60%.

Payment shall be at the rate of the employee's average daily earnings for the last ten (10) years of service before death, resignation or retirement.

## ARTICLE 22 – LEAVE OF ABSENCE

### 22.1 For Union Business

The Council agrees that where permission has been granted **by the City Manager or City Clerk** to representatives of the Union to leave their employment temporarily in order to carry on negotiations with representatives of the City, or with respect to a grievance **or to provide new employee orientation**, they shall suffer no loss of regular straight time pay for the time so spent.

Where permission has been granted **by the City Manager or City Clerk** to Union employees to leave their employment temporarily to attend training or for Union business, the Union agrees to reimburse the City for the gross pay of those Union employees for the hours attending to Union business.

### 22.2 Union Convention

Leave of absence without pay and without loss of seniority shall be granted upon request to the City Manager, to employees elected or appointed to represent the Union at Union Conventions insofar as the operation of the Department will permit, for a maximum of two (2) employees for a period of one (1) week only.

### 22.3 Bereavement Leave

- a) All requests for **bereavement** leave must be authorized by the appropriate Department Head.

- b) An employee shall be granted a maximum of five (5) days leave without loss of salary or wages in the case of a death of a parent, spouse, brother, sister or child, or any second degree relative who has been residing in the same household.
- c) When a death occurs to a relative of an employee who is not a member of their immediate family (specifically grandparents, niece, nephew, parents-in-law, grandparents-in-law, sister-in-law, brother-in-law), three (3) days leave with pay shall be granted to attend the funeral service within the province. Where funeral services are held out of province, the employee shall be granted four (4) days off with pay to attend the service.
- d) On the death of any other relative, former and fellow employees and close friends, employees may, on request, be granted time off without pay to attend the funeral.
- e) When an employee is required to attend a funeral as a pallbearer, one-half (1/2) day with pay will be granted, or alternatively, one (1) day may be granted without loss of salary or wages provided the employee has the prior approval of **their** superior.
- f) Any additional **bereavement** leave off shall be without pay. Such request for additional leave must be formally applied for and approved in advance of the leave.

#### 22.4 Personal/Family Leave

Subject to the approval of their supervisor, regular full-time employees shall be eligible to use up to **four (4)** earned sick leave days per year for non-emergent personal or family responsibilities.

#### 22.5 Jury Duty

When an employee is subpoenaed for Jury Duty, or as a Court Witness where the requirement to appear arises out of employment with the City, **the employee** shall not suffer any loss of salary or wages whilst so serving. The employee shall assign to the City all jury cheques issued to them by the Crown in respect to such period.

#### 22.6 Leave for Union Officers

Any employee who is elected or selected for a full-time position with the Saskatchewan or National Union or any body with which the Union is affiliated, or who is elected to public office, will be granted leave of absence without pay and without loss of seniority

by the Council for a period of six (6) months. This period may be extended by the Council at the end of the six-month period. Leave under this section for Union Business shall be limited to one (1) employee in any year.

#### 22.7 General Leave

The Council may grant leave of absence without pay and without loss of seniority and without loss of any benefits already accrued to any employee requesting such leave for good and sufficient cause; such request to be in writing and approved by the City Manager.

#### 22.8 Election Leave

Employees shall be granted time off for federal, provincial or municipal governments in accordance with the terms of the relevant *Elections Act*.

#### 22.9 Education Leave

Leave of absence without loss of pay and without loss of seniority shall be granted to allow employees time to write examinations to improve qualifications in the service of the City, provided the course has been previously approved by Council and provided reasonable advance notice of the date upon which the examination will be written is given.

#### 22.10 Maternity, Paternity and Adoption Leave

As per existing Provincial Legislation.

#### 22.11 Intimate Partner Violence

**The Employer recognizes that employees sometimes face situations of violence or abuse in their personal lives that may affect their attendance or performance at work. For that reason, the Employer agrees that an employee who is in an abusive or violent situation will not be subject to discipline if the absence or performance issue can be linked to the abusive or violent situation.**

**An employee dealing with domestic violence or abuse in their personal life is entitled to ten (10) days of leave in consecutive or intermittent days in a fifty-two (52) week period, as needed by the employee. An employee is also entitled to take up to seventeen (17) weeks of leave in a fifty-two (52) week period in one continuous period.**

**An employee is entitled to be paid for up to five (5) days of this leave in a fifty-two (52) week period as Sick Leave.**

**All parties must disclose information when there is a clear threat to safety. The Union and Employer should not disclose more personal information than is reasonably necessary to protect workers from injury.**

**Information should be shared:**

- **in emergency situations**
- **for threat assessment**
- **for safety planning**
- **for the effective implementation of protective orders**

**In these cases, privacy and confidentiality should be maintained to the extent possible. This means sharing only reasonably necessary information and only with those who need to know. All personal information concerning domestic violence should be kept confidential and no information should be kept on the employee's personnel file without their express written permission.**

**The parties understand domestic violence can affect all workers in a workplace and will work together to ensure all workers' safety should a disclosure occur. The parties agree to meet to discuss safety planning at the workplace for the individual and for the staff as a whole. The parties agree a support or resource person may be present at such meetings.**

## **ARTICLE 23 – PAYMENT OF WAGES**

### **23.1 Pay Days**

The City will pay salaries and wages every second Friday during regular working hours for the period covering the two (2) weeks ending the previous Saturday. On each payday, each employee will be provided with an itemized statement of **their** wages and deductions. In the event of payday falling on a Statutory Holiday, payday shall be the last full banking day prior to these dates.

### **23.2 Pay During Temporary Transfers**

Any employee who is temporarily required in excess of five (5) working days to accept the responsibilities and carry out substantially all of the duties of a position senior to that which **they** normally hold shall be paid for the period the minimum rate in the scale for such senior position except where the wage rate received in **their** own position exceeds the minimum for the position in which they are substituting, in which case **they** will receive the next highest rate. If any employee is required to substitute for any employee who is receiving a lower rate of pay than the substitute employee, then the

pay for such substitution shall not be changed. This shall not apply in cases of seasonal job changes, in which case the schedule shall apply.

### **23.3 Pay Upon Promotion or Reclassification**

An employee promoted or reclassified in accordance with this Collective Agreement to a position carrying the same or higher maximum rate of pay shall be placed in an experience grade in the new classification which is the same or next higher than their previous rate of pay.

### **23.4 Certification Incentive**

**Employees shall receive incentive pay of fifty cents (\$0.50) per hour for each approved certification pertinent to their role based on proof of completion. All certification incentives must be requested in writing to the City Manager for approval. Approved certifications consist of but are not limited to Custom Applicator Certification, Fireman's Boiler Certificate, Refrigeration Plant Operator Certification, Arena Operator Level 2, Bronze Medal Instructor, National Lifeguard Instructor, Lifesaving Society Trainer, First Aid & Aquatic Emergency Care Instructor, Class 1 Water Distribution, Class 1 Wastewater Treatment, Class 1 Wastewater Collection and any other certification that may be pertinent to the role.**

### **23.5 Equipment Differential Pay**

**It is recognized that certain equipment or machinery requires specialized skills, poses increased risks, or requires additional responsibilities. The following equipment is considered eligible for equipment differential pay:**

- EXCAVATOR**
- GRADER**

**Employees operating the grader or excavator must complete the relevant training or certifications and demonstrate competence in the safe and effective operation of the designated equipment. Employees who meet these qualifications and are assigned to operate the eligible equipment shall receive differential pay at a rate of fifty cents (\$0.50) per hour above their standard hourly wage for the hours they operate such equipment.**

### **23.6 Travel and Meal Allowance**

**Approved travel mileage, accommodations, meals and other expenses will be reimbursed to the employee at the rates set out in the City of Melfort Travel Policy 1.6.80.**

**ARTICLE 24 – SUPPLEMENTATION OF COMPENSATION AWARD**

24.1 If a regular full-time employee is prevented from performing their regular work with the City on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of *The Workers' Compensation Act*, the City will supplement the award made by the Compensation Board for the loss of wages to the employee by such an amount that the award of the Compensation Board for loss of wages together with the supplementation of the City will equal 100% of the employee's regular net wage for a period ranging between a minimum of six (6) months and maximum of twelve (12) months in accordance with the following schedule:

| <b>Employees with accumulated service of:</b>                  |                                     |
|--|-------------------------------------|
| One (1) day to five (5) years but less than six (6) full years | Six (6) months' supplementation     |
| Six (6) full years but less than seven (7) full years          | Seven (7) months' supplementation   |
| Seven (7) full years but less than eight (8) full years        | Eight (8) months' supplementation   |
| Eight (8) full years but less than nine (9) full years         | Nine (9) months' supplementation    |
| Nine (9) full years but less than ten (10) full years          | Ten (10) months' supplementation    |
| Ten (10) full years but less than eleven (11) full years       | Eleven (11) months' supplementation |
| Eleven (11) full years or over                                 | Twelve (12) months' supplementation |

**ARTICLE 25 – RETIREMENT**

25.1 The age of *normal* retirement for all employees shall be 65 years; however, at the discretion of the appropriate Department Head, employees are permitted to work past the normal retirement age provided that their advancing age does not affect their ability to perform their job, as determined by the Department Head at an annual performance review.

## **ARTICLE 26 – TERMINATION OF EMPLOYMENT**

- 26.1 Except in the case of dismissal for cause, the City may terminate the employment of any employee on a monthly basis by giving one (1) month's notice and such employees may resign on giving the City one month's notice. In the case where employment is based upon an hourly basis and except in the case of dismissal for cause, the notice to and from the City shall be seven (7) days. All such notices shall be in writing. All part-time and seasonal employees shall, except in the case of dismissal for cause, be given seven (7) days' notice of termination.

## **ARTICLE 27 – OCCUPATIONAL HEALTH AND SAFETY**

The parties recognize their rights and responsibilities under *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations*.

### **27.1 Occupational Health and Safety Committee**

There shall be an Occupational Health and Safety Committee for the City of Melfort, consisting of representation from unionized employees and management. The parties agree to cooperate in the establishment and ongoing function of this Committee.

### **27.2 Duties of Committee**

The Occupational Health and Safety Committee shall hold meetings and regular inspections to deal with all unsafe, hazardous or dangerous conditions. Wherever possible, Committee meetings shall be scheduled during normal working hours. Attendance at Committee meetings or Committee training courses shall be without loss of pay.

Minutes of all Committee meetings and inspection reports shall be posted in the workplace with copies provided to the Employer, Co-Chairs and Occupational Health and Safety Branch of the Saskatchewan Ministry of Labour Relations and Workplace Safety.

The Occupational Health and Safety Committee may recommend where training might be warranted or may recommend training measures designed to prevent occurrences of occupational health and safety problems related to the workplace.

### **27.3 Referral of Safety Concern**

An employee or a group of employees who have a health or safety concern should endeavour to resolve the concern by first referring the concern to the immediate out-of-scope supervisor who will investigate and take remedial action. If the concern is not

resolved, it may be referred to a member of the Occupational Health and Safety Committee.

#### 27.4 Safety Measures

Employees shall be supplied with and required to use all necessary tools, safety equipment and protective clothing as required by the Employer and/or *Occupational Health and Safety Regulations*.

#### 27.5 Right to Refuse Dangerous Work

Employees may refuse to do any particular act or series of acts, where they have reasonable grounds for believing it could be unusually dangerous to their health and safety or that of their co-workers, until steps have been taken to resolve the matter or until the Occupational Health and Safety Committee or an Occupational Health and Safety Officer has investigated and advised otherwise. The worker may not be discriminated against by reason of the fact that **they** have exercised this right. An Employer may, however, temporarily assign the employee alternate work, at no loss in pay, until the matter has been resolved.

#### 27.6 Violence in the Workplace

The City and the Union agree that violence against employees in the workplace is not desirable and agree to work together to reduce the incidence and causal factors of violence.

To that end, the following shall apply:

##### a) Definition of Violence

Violence shall be defined as the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives an employee reasonable cause to believe that the employee is at risk for injury.

##### b) Violence Policy

In compliance with *The Occupational Health and Safety Act*, the Employer will ensure a policy is maintained, in consultation with the Union, to address the prevention of violence, the management of violent situations and the reduction of causal factors of violence and to provide support to employees who have faced violence. The policies and procedures shall be part of the Employer's policy manual and written copies shall be available in a place accessible to all employees.

## **ARTICLE 28 – SAFETY**

- 28.1 All employees working in any dirty or dangerous capacity shall be supplied with all necessary tools, safety equipment and protective clothing when needed.
- 28.2 Time spent by employees in performance of their duties as members of the Occupational Health Committee shall be considered as time worked and payment shall be made on the basis of straight time. All meetings shall be **paid** on the basis of straight time. All meetings shall be held during working hours if possible.
- 28.3 All employees are required to comply with *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations* utilizing the City of Melfort Health Safety and Environment Management System (HSEMS), which provides resources to guide and assist City of Melfort employees for the purpose of creating a safer and healthier work environment. The HSEMS Program outlines policies, procedures and practices to be used as a basis of continuous improvement in the prevention and elimination of occupational injury and illness, as well as equipment and property damage.

## **ARTICLE 29 – OTHER BENEFITS**

### 29.1 Pension

As a condition of employment, every employee appointed to the permanent staff of the City shall join the City Pension **Defined Benefit Plan**. **Seasonal and Part-Time Employees may choose to participate in the City Pension Defined Benefit Plan.** Payment will be made jointly by the City and the employee on an equal basis.

### 29.2 Group Life Insurance, Weekly Indemnity and Long Term Disability Benefits

**Upon completing three (3) months' continuous service, a full-time or part-time employee shall become eligible to participate in this plan as a condition of employment. The employees shall pay 100% of long-term disability premiums and 100% of short-term disability premiums. The City shall pay 100% of Life Insurance and 100% of Accidental Death & Dismemberment. Seasonal Employees are entitled to Life Insurance (\$10,000) and Accidental Death & Dismemberment Insurance (\$10,000). The City shall pay 100% of Life Insurance and 100% of Accidental Death & Dismemberment premiums.**

### 29.3 Dental Plan, Vision Care and Extended Health Benefits

**Upon completing three (3) months' continuous service, a full-time or part-time employee shall become eligible to participate in these plans as a condition of employment. The employee shall pay 50% of the dental premiums, 50% of the vision**

care premiums, and 25% of the extended health premiums. The City shall pay 50% of the dental premiums, 50% of the vision care premiums, and 75% of the extended health premiums.

29.4 Employment Insurance

All employees shall be covered by the provisions of *The Employment Insurance Act* and shall contribute thereto. The City agrees to contribute its share in accordance with the provisions of the said *Act*.

29.5 Saskatchewan Hospital Services Plan – Joint Tax

For all employees who are eligible to participate in the Plan provided under paragraph 29.2 of this Article, the City agrees to contribute on a 50-50 basis toward the payment of Saskatchewan Hospital and Medical Services Premiums.

**ARTICLE 30 – GENERAL CONDITIONS**

30.1 Bulletin Boards

The City shall provide bulletin boards in the City buildings which shall be located so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

30.2 Personnel Records

Through arrangements made with their immediate supervisor, employees shall have the right to review their personnel record maintained in the Administration Office during regular office hours.

30.3 Uniforms and Special Clothing

The City will furnish without charge such uniforms as may be required by the City. Every employee shall be supplied with such other special clothing as may be required to perform **their** duties.

Coveralls shall be supplied as required at City expense and maintained at the City's expense to all those employees required to work in trenches and manholes.

**Safety Boots**

**Employees working in Public Works, Utilities and Community Services will receive a maximum of two hundred and fifty dollars (\$250.00) every calendar year for full-time**

employees. Part-time/seasonal employees will receive a maximum of one hundred and twenty-five dollars (\$125.00) per year. Employees will be required to provide receipts to the immediate supervisor.

**Rubber Boots**

Employees working in Public Works, Utilities and Community Services will receive a maximum of one hundred and twenty-five dollars (\$125.00) every calendar year. Employees will be required to provide receipts to the immediate supervisor.

**Insulated Bib Overalls**

Employees working in Public Works, Utilities and Community Services will receive a maximum of one hundred and fifty dollars (\$150.00) every two (2) years. Employees will be required to provide receipts to the immediate supervisor.

**Hi-Visibility Jackets**

Full-time employees working in Public Works, Utilities and Community Services will receive one (1) hi-visibility jacket every (2) two years. Employees are responsible for the personal care of the jacket.

**Works and Utilities Department – Employees will receive the following:**

- Coveralls
- Rain wear
- Hard hat
- Work gloves
- Safety glasses
- Hearing protection
- Water Meter Repairman – 2 pants, 2 shirts, 1 sweatshirt or 1 summer jacket per year – 1 winter jacket (as specified by supervisor to a maximum of two hundred and fifty dollars (\$250.00) with the City logo. The winter jacket will be replaced as determined by the supervisor.

**Community Services Department – Employees will receive the following:**

- 2 pants, 2 shirts, 1 sweatshirt or 1 summer jacket as required
- Rainwear
- Work gloves
- Safety glasses
- Hard hat
- Hearing protection

### **Aquatic Staff – Swimsuit Allowance**

Employees will receive at the start of their employment and every 520 hours worked thereafter to a maximum of three (3) suits per year. One hundred and twenty-five dollars (\$125.00) per suit for female guards and seventy-five dollars (\$75.00) per suit for male guards.

### **City Hall – Clothing Allowance**

City Hall employees will receive two (2) articles of clothing featuring the City logo, with a maximum purchase price of fifty dollars (\$50.00) per item. Employees are required to seek supervisor approval for chosen items, ensuring compliance with workplace dress code policies and maintaining a consistent professional appearance.

## **ARTICLE 31 – COPIES OF AGREEMENT**

- 31.1 Copies of revised agreements will be issued by the City to all employees within thirty (30) days of signing.

## **ARTICLE 32 – GENERAL**

- 32.1 Wherever the singular or the masculine is used in this Agreement, it shall be considered as if the plural or the feminine had been used where the context of the party or parties hereto so require.

## **ARTICLE 33 – NO STRIKE, NO LOCKOUT**

- 33.1 The Union agrees that during the life of this Agreement, there shall be no strike, slowdown or any withdrawal of the services normally provided by its members and the City agrees that there shall be no lockout.

## **ARTICLE 34 – TERM OF AGREEMENT**

- 34.1 The terms and conditions contained in this Collective Agreement shall be deemed to have come into effect on the first day of January, **2024**, and remain in full force and effect until the thirty-first day of December, **2026**, and shall continue in force thereafter on the same terms and conditions unless written notice thereof is given by either party to the other in the manner hereinafter provided.

Either party wishing to terminate or negotiate variations to the Collective Agreement shall give not less than **sixty (60)** days and no more than **one hundred and twenty (120)** days' notice to the other party, prior to the expiry date of this Agreement.

**SIGNING PAGE**

**IN WITNESS WHEREOF:**

The Council has caused these presents to be sealed with the Seal of the City of Melfort and signed by the Mayor and City Manager of the City, and the Union has caused these presents to be executed on its behalf by the President and Secretary of the Canadian Union of Public Employees Local 777.

Signed this 16 day of February, 2024

FOR THE CITY:

FOR THE UNION:

P.A. [Signature]  
Mayor

[Signature]  
President

[Signature]  
City Clerk

[Signature]  
Bargaining Committee Member



[Signature]  
Bargaining Committee Member

**APPENDIX 1 – 2024 HOURLY WAGE AND SALARY RATES – 3.0%**

| CLASSIFICATIONS                           | START | AFTER 12 MONTHS (1950 OR 2080 HOURS) | AFTER 24 MONTHS (3900 OR 4160 HOURS) | AFTER 5 YEARS | AFTER 10 YEARS | AFTER 15 YEARS | AFTER 20 YEARS | AFTER 25 YEARS |
|---|-------|--------------------------------------|--------------------------------------|---------------|----------------|----------------|----------------|----------------|
| <b>OFFICE STAFF</b>                       |       |                                      |                                      |               |                |                |                |                |
| Clerk Steno I                             | 21.34 | 22.54                                | 23.68                                | 23.88         | 24.08          | 24.28          | 24.48          | 24.68          |
| Clerk Steno II                            | 21.87 | 23.09                                | 24.27                                | 24.47         | 24.67          | 24.87          | 25.07          | 25.27          |
| Clerk Steno III                           | 22.38 | 23.60                                | 24.78                                | 24.98         | 25.18          | 25.38          | 25.58          | 25.78          |
| Clerk Steno IV                            | 23.06 | 24.29                                | 25.57                                | 25.77         | 25.97          | 26.17          | 26.37          | 26.57          |
| Accounting Clerk I                        | 23.84 | 25.14                                | 26.42                                | 26.62         | 26.82          | 27.02          | 27.22          | 27.42          |
| Office Supervisor                         | 26.33 | 27.79                                | 29.23                                | 29.43         | 29.63          | 29.83          | 30.03          | 30.23          |
| <b>WORKS EMPLOYEES</b>                    |       |                                      |                                      |               |                |                |                |                |
| Labourer 1                                | 22.77 | 24.06                                | 25.32                                | 25.52         | 25.72          | 25.92          | 26.12          | 26.32          |
| Labourer 2                                | 22.39 | 23.64                                | 24.85                                | 25.05         | 25.25          | 25.45          | 25.65          | 25.85          |
| Heavy Equipment Operator                  | 24.88 | 26.27                                | 27.60                                | 27.80         | 28.00          | 28.20          | 28.40          | 28.60          |
| Mechanic                                  | 26.96 | 28.42                                | 29.88                                | 30.08         | 30.28          | 30.48          | 30.68          | 30.88          |
| Mechanic-Journeyman                       | 31.20 | 32.65                                | 34.09                                | 34.29         | 34.49          | 34.69          | 34.89          | 35.09          |
| Recreation & Parks Maintenance Supervisor | 23.95 | 25.29                                | 26.57                                | 26.77         | 26.97          | 27.17          | 27.37          | 27.57          |
| Building Official                         | 26.96 | 28.42                                | 29.88                                | 30.08         | 30.28          | 30.48          | 30.68          | 30.88          |
| Building Official – Journeyman            | 31.20 | 32.65                                | 34.09                                | 34.29         | 34.49          | 34.69          | 34.89          | 35.09          |
| Engineering Assistant                     | 24.77 | 27.14                                | 27.44                                | 27.64         | 27.84          | 28.04          | 28.24          | 28.44          |
| Water Meter Repairman                     | 22.77 | 24.06                                | 25.32                                | 25.52         | 25.72          | 25.92          | 26.12          | 26.32          |
| Risk Management Technician                | 22.77 | 24.06                                | 25.32                                | 25.52         | 25.72          | 25.92          | 26.12          | 26.32          |
| <b>POOL EMPLOYEES</b>                     |       |                                      |                                      |               |                |                |                |                |
| Aquatic Supervisor                        | 20.26 | 21.74                                | 23.19                                | 23.39         | 23.59          | 23.79          | 23.99          | 24.19          |
| <b>SEASONAL EMPLOYEES</b>                 |       |                                      |                                      |               |                |                |                |                |
| Seasonal Labourer                         | 18.38 | 19.42                                | 20.56                                |               |                |                |                |                |

| CASUAL AQUATIC CENTRE STAFF            | START | AFTER 520 HOURS | AFTER 1040 HOURS | AFTER 1560 HOURS | AFTER 2080 HOURS | AFTER 2600 HOURS |
|--|-------|-----------------|------------------|------------------|------------------|------------------|
| Cashier                                | 16.72 | 16.87           | 17.03            | 17.18            | 17.34            | 17.49            |
| Guard – Cross                          | 17.68 | 17.83           | 17.98            | 18.14            | 18.29            | 18.45            |
| Guard – NLS                            | 18.48 | 18.63           | 18.79            | 18.94            | 19.10            | 19.25            |
| <b>Hourly Supplement to Base Wage:</b> |       |                 |                  |                  |                  |                  |
| Head Guard Premium                     | 0.50  | 0.50            | 0.50             | 0.50             | 0.50             | 0.50             |
| Instructor Premium                     | 1.25  | 1.25            | 1.25             | 1.25             | 1.25             | 1.25             |

The City agrees that they will not displace any permanent full-time employees or regular seasonal employees as a result of employing persons as students.

**APPENDIX 1 – 2025 HOURLY WAGE AND SALARY RATES – 4.0%**

| CLASSIFICATIONS     | START | AFTER 12 MONTHS (1950 OR 2080 HOURS) | AFTER 24 MONTHS (3900 OR 4160 HOURS) | AFTER 5 YEARS | AFTER 10 YEARS | AFTER 15 YEARS | AFTER 20 YEARS | AFTER 25 YEARS |
|---------------------|-------|--------------------------------------|--------------------------------------|---------------|----------------|----------------|----------------|----------------|
| <b>OFFICE STAFF</b> |       |                                      |                                      |               |                |                |                |                |
| Clerk Steno I       | 22.20 | 23.44                                | 24.63                                | 24.83         | 25.03          | 25.23          | 25.43          | 25.63          |
| Clerk Steno II      | 22.74 | 24.02                                | 25.24                                | 25.44         | 25.64          | 25.84          | 26.04          | 26.24          |
| Clerk Steno III     | 23.28 | 24.54                                | 25.77                                | 25.97         | 26.17          | 26.37          | 26.57          | 26.77          |
| Clerk Steno IV      | 23.98 | 25.26                                | 26.60                                | 26.80         | 27.00          | 27.20          | 27.40          | 27.60          |
| Accounting Clerk I  | 24.80 | 26.15                                | 27.48                                | 27.68         | 27.88          | 28.08          | 28.28          | 28.48          |
| Office Supervisor   | 27.38 | 28.90                                | 30.40                                | 30.60         | 30.80          | 31.00          | 31.20          | 31.40          |

|   |       |       |       |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>WORKS EMPLOYEES</b>                    |       |       |       |       |       |       |       |       |
| Labourer 1                                | 23.68 | 25.02 | 26.33 | 26.53 | 26.73 | 26.93 | 27.13 | 27.33 |
| Labourer 2                                | 23.29 | 24.58 | 25.85 | 26.05 | 26.25 | 26.45 | 26.65 | 26.85 |
| Heavy Equipment Operator                  | 25.88 | 27.32 | 28.71 | 28.91 | 29.11 | 29.31 | 29.51 | 29.71 |
| Mechanic                                  | 28.03 | 29.55 | 31.08 | 31.28 | 31.48 | 31.68 | 31.88 | 32.08 |
| Mechanic-Journeyman                       | 32.45 | 33.96 | 35.46 | 35.66 | 35.86 | 36.06 | 36.26 | 36.46 |
| Recreation & Parks Maintenance Supervisor | 24.91 | 26.30 | 27.64 | 27.84 | 28.04 | 28.24 | 28.44 | 28.64 |
| Building Official                         | 28.03 | 29.55 | 31.08 | 31.28 | 31.48 | 31.68 | 31.88 | 32.08 |
| Building Official – Journeyman            | 32.45 | 33.96 | 35.46 | 35.66 | 35.86 | 36.06 | 36.26 | 36.46 |
| Engineering Assistant                     | 25.76 | 28.23 | 28.54 | 28.74 | 28.94 | 29.14 | 29.34 | 29.54 |
| Water Meter Repairman                     | 23.68 | 25.02 | 26.33 | 26.53 | 26.73 | 26.93 | 27.13 | 27.33 |
| Risk Management Technician                | 23.68 | 25.02 | 26.33 | 26.53 | 26.73 | 26.93 | 27.13 | 27.33 |

|                       |       |       |       |       |       |       |       |       |
|-----------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>POOL EMPLOYEES</b> |       |       |       |       |       |       |       |       |
| Aquatic Supervisor    | 21.07 | 22.61 | 24.11 | 24.31 | 24.51 | 24.71 | 24.91 | 25.11 |

|                           |       |       |       |
|---------------------------|-------|-------|-------|
| <b>SEASONAL EMPLOYEES</b> |       |       |       |
| Seasonal Labourer         | 19.11 | 20.19 | 21.38 |

| CASUAL AQUATIC CENTRE STAFF            | START | AFTER 520 HOURS | AFTER 1040 HOURS | AFTER 1560 HOURS | AFTER 2080 HOURS | AFTER 2600 HOURS |
|--|-------|-----------------|------------------|------------------|------------------|------------------|
| Cashier                                | 17.39 | 17.55           | 17.71            | 17.87            | 18.03            | 18.19            |
| Guard – Cross                          | 18.38 | 18.54           | 18.70            | 18.86            | 19.03            | 19.19            |
| Guard – NLS                            | 19.22 | 19.38           | 19.54            | 19.70            | 19.86            | 20.02            |
| <b>Hourly Supplement to Base Wage:</b> |       |                 |                  |                  |                  |                  |
| Head Guard Premium                     | 0.50  | 0.50            | 0.50             | 0.50             | 0.50             | 0.50             |
| Instructor Premium                     | 1.25  | 1.25            | 1.25             | 1.25             | 1.25             | 1.25             |

The City agrees that they will not displace any permanent full-time employees or regular seasonal employees as a result of employing persons as students.

**APPENDIX 1 – 2026 HOURLY WAGE AND SALARY RATES – 3.5%**

| CLASSIFICATIONS | START | AFTER 12 MONTHS (1950 OR 2080 HOURS) | AFTER 24 MONTHS (3900 OR 4160 HOURS) | AFTER 5 YEARS | AFTER 10 YEARS | AFTER 15 YEARS | AFTER 20 YEARS | AFTER 25 YEARS |
|-----------------|-------|--------------------------------------|--------------------------------------|---------------|----------------|----------------|----------------|----------------|
|-----------------|-------|--------------------------------------|--------------------------------------|---------------|----------------|----------------|----------------|----------------|

**OFFICE STAFF**

|                    |       |       |       |       |       |       |       |       |
|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Clerk Steno I      | 22.97 | 24.26 | 25.49 | 25.69 | 25.89 | 26.09 | 26.29 | 26.49 |
| Clerk Steno II     | 23.54 | 24.86 | 26.12 | 26.32 | 26.52 | 26.72 | 26.92 | 27.12 |
| Clerk Steno III    | 24.09 | 25.40 | 26.68 | 26.88 | 27.08 | 27.28 | 27.48 | 27.68 |
| Clerk Steno IV     | 24.82 | 26.14 | 27.53 | 27.73 | 27.93 | 28.13 | 28.33 | 28.53 |
| Accounting Clerk I | 25.67 | 27.06 | 28.44 | 28.64 | 28.84 | 29.04 | 29.24 | 29.44 |
| Office Supervisor  | 28.34 | 29.91 | 31.46 | 31.66 | 31.86 | 32.06 | 32.26 | 32.46 |

**WORKS EMPLOYEES**

|   |       |       |       |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|-------|-------|-------|
| Labourer 1                                | 24.51 | 25.90 | 27.25 | 27.45 | 27.65 | 27.85 | 28.05 | 28.25 |
| Labourer 2                                | 24.10 | 25.44 | 26.75 | 26.95 | 27.15 | 27.35 | 27.55 | 27.75 |
| Heavy Equipment Operator                  | 26.79 | 28.27 | 29.71 | 29.91 | 30.11 | 30.31 | 30.51 | 30.71 |
| Mechanic                                  | 29.01 | 30.59 | 32.16 | 32.36 | 32.56 | 32.76 | 32.96 | 33.16 |
| Mechanic-Journeyman                       | 33.58 | 35.15 | 36.70 | 36.90 | 37.10 | 37.30 | 37.50 | 37.70 |
| Recreation & Parks Maintenance Supervisor | 25.78 | 27.22 | 28.60 | 28.80 | 29.00 | 29.20 | 29.40 | 29.60 |
| Building Official                         | 29.01 | 30.59 | 32.16 | 32.36 | 32.56 | 32.76 | 32.96 | 33.16 |
| Building Official – Journeyman            | 33.58 | 35.15 | 36.70 | 36.90 | 37.10 | 37.30 | 37.50 | 37.70 |
| Engineering Assistant                     | 26.66 | 29.21 | 29.54 | 29.74 | 29.94 | 30.14 | 30.34 | 30.54 |
| Water Meter Repairman                     | 24.51 | 25.90 | 27.25 | 27.45 | 27.65 | 27.85 | 28.05 | 28.25 |
| Risk Management Technician                | 24.51 | 25.90 | 27.25 | 27.45 | 27.65 | 27.85 | 28.05 | 28.25 |

**POOL EMPLOYEES**

|                    |       |       |       |       |       |       |       |       |
|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Aquatic Supervisor | 21.81 | 23.40 | 24.96 | 25.16 | 25.36 | 25.56 | 25.76 | 25.96 |
|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|

**SEASONAL EMPLOYEES**

|                   |       |       |       |
|-------------------|-------|-------|-------|
| Seasonal Labourer | 19.78 | 20.90 | 22.13 |
|-------------------|-------|-------|-------|

| CASUAL AQUATIC CENTRE STAFF            | START | AFTER 520 HOURS | AFTER 1040 HOURS | AFTER 1560 HOURS | AFTER 2080 HOURS | AFTER 2600 HOURS |
|--|-------|-----------------|------------------|------------------|------------------|------------------|
| Cashier                                | 17.99 | 18.16           | 18.33            | 18.49            | 18.66            | 18.83            |
| Guard – Cross                          | 19.03 | 19.19           | 19.36            | 19.52            | 19.69            | 19.86            |
| Guard – NLS                            | 19.89 | 20.06           | 20.22            | 20.39            | 20.56            | 20.72            |
| <b>Hourly Supplement to Base Wage:</b> |       |                 |                  |                  |                  |                  |
| Head Guard Premium                     | 0.50  | 0.50            | 0.50             | 0.50             | 0.50             | 0.50             |
| Instructor Premium                     | 1.25  | 1.25            | 1.25             | 1.25             | 1.25             | 1.25             |

The City agrees that they will not displace any permanent full-time employees or regular seasonal employees as a result of employing persons as students.

**APPENDIX 2 – MODIFIED WORK SCHEDULES BY LOCATION**

| <b>Kerry Vickar Centre</b> |                   |                   |                   |
|----------------------------|-------------------|-------------------|-------------------|
| <b>Pay Period</b>          | <b>Employee 1</b> | <b>Employee 2</b> | <b>Employee 3</b> |
| Sunday                     | OFF               | 8.5               | 8.5               |
| Monday                     | OFF               | 8.5               | 8.5               |
| Tuesday                    | 8.5               | OFF               | 8.5               |
| Wednesday                  | 8.5               | OFF               | 8.5               |
| Thursday                   | 8.5               | OFF               | 8.5               |
| Friday                     | 8.5               | 9                 | OFF               |
| Saturday                   | 8.5               | 9                 | OFF               |
| Sunday                     | 8.5               | 8.5               | OFF               |
| Monday                     | 8.5               | 8.5               | OFF               |
| Tuesday                    | OFF               | 8.5               | 8.5               |
| Wednesday                  | OFF               | 8.5               | 8.5               |
| Thursday                   | OFF               | 8.5               | 8.5               |
| Friday                     | 9                 | OFF               | 8.5               |
| Saturday                   | 9                 | OFF               | 8.5               |
| <b>TOTAL HOURS</b>         | <b>77.5</b>       | <b>77.5</b>       | <b>85</b>         |

| <b>Kerry Vickar Centre</b> |                   |                   |                   |
|----------------------------|-------------------|-------------------|-------------------|
| <b>Pay Period</b>          | <b>Employee 1</b> | <b>Employee 2</b> | <b>Employee 3</b> |
| Sunday                     | 8.5               | OFF               | 8.5               |
| Monday                     | 8.5               | OFF               | 8.5               |
| Tuesday                    | 8.5               | 8.5               | OFF               |
| Wednesday                  | 8.5               | 8.5               | OFF               |
| Thursday                   | 8.5               | 8.5               | OFF               |
| Friday                     | OFF               | 8.5               | 9                 |
| Saturday                   | OFF               | 8.5               | 9                 |
| Sunday                     | OFF               | 8.5               | 8.5               |
| Monday                     | OFF               | 8.5               | 8.5               |
| Tuesday                    | 8.5               | OFF               | 8.5               |
| Wednesday                  | 8.5               | OFF               | 8.5               |
| Thursday                   | 8.5               | OFF               | 8.5               |
| Friday                     | 8.5               | 9                 | OFF               |
| Saturday                   | 8.5               | 9                 | OFF               |
| <b>TOTAL HOURS</b>         | <b>85</b>         | <b>77.5</b>       | <b>77.5</b>       |

| <b>Kerry Vickar Centre</b> |                   |                   |                   |
|----------------------------|-------------------|-------------------|-------------------|
| <b>Pay Period</b>          | <b>Employee 1</b> | <b>Employee 2</b> | <b>Employee 3</b> |
| Sunday                     | 8.5               | 8.5               | OFF               |
| Monday                     | 8.5               | 8.5               | OFF               |
| Tuesday                    | OFF               | 8.5               | 8.5               |
| Wednesday                  | OFF               | 8.5               | 8.5               |
| Thursday                   | OFF               | 8.5               | 8.5               |
| Friday                     | 9                 | OFF               | 8.5               |
| Saturday                   | 9                 | OFF               | 8.5               |
| Sunday                     | 8.5               | OFF               | 8.5               |
| Monday                     | 8.5               | OFF               | 8.5               |
| Tuesday                    | 8.5               | 8.5               | OFF               |
| Wednesday                  | 8.5               | 8.5               | OFF               |
| Thursday                   | 8.5               | 8.5               | OFF               |
| Friday                     | OFF               | 8.5               | 9                 |
| Saturday                   | OFF               | 8.5               | 9                 |
| <b>TOTAL HOURS</b>         | <b>77.5</b>       | <b>85</b>         | <b>77.5</b>       |
| <b>6 WEEK TOTAL</b>        | <b>240</b>        | <b>240</b>        | <b>240</b>        |

| <b>Northern Lights Palace Arena</b> |                   |                   |                   |                   |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Pay Period</b>                   | <b>Employee 1</b> | <b>Employee 2</b> | <b>Employee 3</b> | <b>Employee 4</b> |
| Sunday                              | OFF               | 8                 | OFF               | 8                 |
| Monday                              | 8                 | 8                 | OFF               | 8                 |
| Tuesday                             | 8                 | 8                 | 8                 | 8                 |
| Wednesday                           | 8                 | 8                 | 8                 | 8                 |
| Thursday                            | OFF               | 8                 | 8                 | 8                 |
| Friday                              | OFF               | 8                 | OFF               | 8                 |
| Saturday                            | 8                 | 8                 | OFF               | 8                 |
| Sunday                              | 8                 | OFF               | 8                 | OFF               |
| Monday                              | 8                 | OFF               | 8                 | OFF               |
| Tuesday                             | 8                 | 8                 | 8                 | 8                 |
| Wednesday                           | 8                 | 8                 | 8                 | 8                 |
| Thursday                            | 8                 | 8                 | 8                 | 8                 |
| Friday                              | 8                 | OFF               | 8                 | OFF               |
| Saturday                            | OFF               | OFF               | 8                 | OFF               |
| <b>TOTAL HOURS</b>                  | <b>80</b>         | <b>80</b>         | <b>80</b>         | <b>80</b>         |

**APPENDIX 3 – CASUAL AND TEMPORARY EMPLOYEES**

1. Casual and Temporary employees shall be as defined in Article 1, of this Agreement.
2. The following articles shall apply to casual and temporary employees:

| <b>ARTICLE NUMBER</b> | <b>ARTICLE TITLE</b>             |
|-----------------------|----------------------------------|
| 1                     | INTERPRETATION                   |
| 2                     | PREAMBLE                         |
| 3                     | SCOPE                            |
| 4                     | MANAGEMENT RIGHTS                |
| 5                     | RECOGNITION AND NEGOTIATIONS     |
| 6                     | DISCRIMINATION                   |
| 7                     | UNION SECURITY                   |
| 8                     | CHECK-OFF OF UNION DUES          |
| 9                     | CITY WILL ACQUAINT NEW EMPLOYEES |
| 10                    | CORRESPONDENCE                   |
| 11                    | LABOUR MANAGEMENT NEGOTIATIONS   |
| 23                    | PAYMENT OF WAGES                 |
| 27                    | OCCUPATIONAL HEALTH & SAFETY     |
| 28                    | SAFETY                           |
| 29.6                  | OTHER BENEFITS – Break Period    |
| 30                    | GENERAL CONDITIONS               |
| 32                    | GENERAL                          |
| 33                    | NO STRIKE, NO LOCKOUT            |
| 34                    | TERM OF AGREEMENT                |

3. Such employees shall receive Public Holidays and/or pay for Public Holidays in accordance with the current *Saskatchewan Employment Act*, except that Boxing Day shall be recognized as a Public Holiday.
4. Such employees shall receive annual vacation pay in accordance with the current *Saskatchewan Employment Act*.
5. The Employer agrees to comply with any other applicable legislation with respect to the employment of these employees.

6. **Hourly rates of pay for Casual and Temporary employees who do not work in a classification covered in Appendix "1" shall be paid not less than the minimum wage provided under *The Saskatchewan Employment Act*.**
7. **Rates of pay for Temporary employees and for Casual employees who work in a classification covered in Appendix "1" and the Pool Employee Grid shall be paid not less than the starting rate provided in Appendix "1" and the Pool Employee Grid for the classification in which they are employed.**
8. **Temporary employees who have been appointed to a temporary full-time term position to cover for a leave, shall be eligible to participate in group life insurance, weekly indemnity, long term disability, health, dental and vision benefits in accordance with Article 29.**
9. **Temporary employees who have been appointed to a temporary full-time term position to cover for a leave shall be eligible for seniority rights in accordance with Article 12 of this Agreement.**

**LETTER OF UNDERSTANDING**

**BETWEEN:** The Corporation of the City of Melfort, Melfort, Saskatchewan  
Hereinafter called the "City"

**AND:** The Canadian Union of Public Employees, Local 777  
Hereinafter called the "Union"

**RE: CASUAL/ON-CALL LIST FOR KERRY VICKAR CENTRE COVERAGE**

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The City and the Union agree to the following:

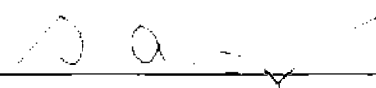
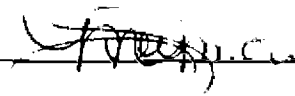
The parties understand that the Kerry Vickar Centre employees are required to be trained on many different aspects of the operational requirements for the Kerry Vickar Centre building and must show a full understanding of building requirements, equipment operation, the ability to provide exceptional customer service and be willing to work evenings and weekends.

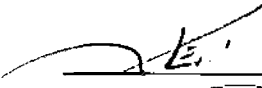
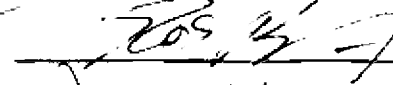
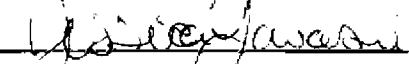
As described in Article 18 of the Collective Agreement, overtime will be offered in order of seniority, qualifications and availability. The City agrees to provide required Kerry Vickar Centre training to five (5) union employees to create a list of union employees who have the qualifications to fill in for planned and unplanned vacancies specifically at the Kerry Vickar Centre.

The City agrees to offer the opportunity to all union employees and select five (5) employees for training based on seniority. The list of employees will be reviewed and updated every twenty-four (24) months or as needed to allow employees to have the opportunity to be added or deleted from the list on a rotational basis. If employees selected for the list do not meet the required qualifications after training is provided, the employee will be removed from the list and can re-submit their name at the twenty-four-month review period. The City reserves the right to remove employees from the list if the employee refuses or does not answer five (5) consecutive call-in opportunities.

This Letter of Understanding shall be attached to the Collective Agreement between the City and the Union, which came into effect January 1, 2024, and remains in effect until December 31, 2026, and shall remain in effect for the remainder of the Agreement.

Signed this 16 day of February, 2024 in the City of Melfort, Saskatchewan.  
FOR THE CITY: FOR THE UNION:

  
\_\_\_\_\_  
  
\_\_\_\_\_

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_